

USER PROFILE ADMINISTRATION

The User Profile Administration tool allows administrators to edit any user profile that has registered for the ACMS. Administrators can also edit what access within ACMS the user has available to them.

Step1

User Profile Administration

Enter in the last name of the user whose profile you would like to view or select a status type to view all users with that status type. Click **Search** to display your results.

Last Name: Status: All

53 items found. Displaying page 1 of 4.

First Previous 1 2 3 4 Next Last

Name ^	FDW User ID ^	Email ^	Status ^	Administrator Comments	Actions
Adams, Michael	UMADE22	michael.r.adams@aphis.usda.gov	Active		
Admin, ACMS	CKLEZ01	admin@eagletc.com	Active		
Anderson, Suzette	USANE08	Suzette.L.Anderson@aphis.usda.gov	Active		
Anderson, Kevin	USTEE02	kanderson@optimussolutions.com	Active		
Barnes, Beverly	9748	Beverly.A.Barnes@aphis.usda.gov	Inactive		
Beamon, John	UJBEE07	John.L.Beamon@aphis.usda.gov	Inactive		
Bennett, Amanda	UABEE26	amanda.n.bennett@aphis.usda.gov	Active		

Type in a last name to search for a specific user profile or use the **<next>** button to browse the users listed. **<click>** a column header to resort the order in which the results are displayed.

Step2

User Profile Administration

Enter in the last name of the user whose profile you would like to view or select a status type to view all users with that status type. Click **Search** to display your results.

Last Name: Status: All

53 items found. Displaying page 1 of 4.

First Previous 1 2 3 4 Next Last

Name ^	FDW User ID ^	Email ^	Status ^	Administrator Comments	Actions
			Active		
Admin, ACMS	CKLEZ01	admin@eagletc.com	Active		
			Active		
			Active		
			Inactive		
			Inactive		
			Active		

To edit a user, **<click>** the edit icon.

Step 3

User Profile

* Indicates a required field

Use the text fields provided to modify the selected users profile. Once you have finished modifying the users profile click **Save** to save your changes.

First Name *	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Sample"/>
Email *	<input type="text" value="john.sample@aphis.usda.gov"/>
FDW User ID *	<input type="text" value="AAAAA"/>
User Comments	<input type="text"/>

User Profile

User Profile Administration

Use the fields provided to modify the users Admin status. Once you have finished modifying the users admin status click **Save** to save your changes.

Status	<input type="text" value="Active"/>
ACMS User Roles	<input type="checkbox"/> Keyword Administrator <input type="checkbox"/> User Administrator <input type="checkbox"/> Cost Center Administrator <input type="checkbox"/> Agreement Administrator <input type="checkbox"/> Billing Administrator
Administrator Comments	<input type="text"/>

User Profile Administration

Save

Cancel

Edit any information within the User Profile section that needs adjusting.

Set the users status within the ACMS application in the User Profile Administration section.

<click save> to save your keyword and return to the previous screen or <click cancel> to discard your information and return to the previous screen.

To edit your own profile use the My User Profile option within the application maintenance menu